

**TEXAS STATE SOIL AND WATER CONSERVATION BOARD
JOB POSTING**

Opening Date: August 3rd, 2023

Closing Date: Open Until Filled

Position Title: Natural Resources Specialist III-Engineer Reviewer

Group/Class: B19/2684

Starting Salary: \$45,244.00-\$72,408.00* (salary commensurate with experience)

Work Location: Temple, TX

Travel: As needed

Reports to: Flood Control Program Administrator

GENERAL DESCRIPTION

Performs complex natural resources and flood control project management. Responsibilities involve contributing to development of for implementing Flood Control Program projects. Manages Flood Control Program contracts and agreements and participates in meetings with program sponsors. Develops and carries out operational procedures for implementing programs and establishes methods for measuring progress related to their implementation. Statewide and overnight travel is required. Participates in health and safety training.

EXAMPLES OF WORK PERFORMED

Provides assistance related to agency activities on the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Watershed Program dams, which includes watershed planning, dam safety, dam repair, dam rehabilitation, and operation and maintenance of watershed program dams.

Provides public information to Soil and Water Conservation Districts and other Flood Control Program sponsors as necessary to support program activities.

Collects, organizes, and analyzes data required in the development, implementation and evaluation of flood control dam maintenance and repair projects.

Develops and manages agreements with flood control program sponsors for maintenance, repair, and rehabilitation of dams.

Consults with and participates in meetings with program sponsors, NRCS employees, and other state agencies as assigned on issues related to Flood Control Program dams.

Assists in collecting data and developing procedures for federal reports, state performance measures, and agency reports.

Provides administrative assistance to the Flood Control Program.

Maintains files, updates databases, and generates reports.

Provides technical support and training to other staff as necessary.

Performs other duties as assigned.

EXPERIENCE AND EDUCATION

Engineer in training (EIT) preferred. Experience in planning and compiling and analyzing data and information. Graduation from an accredited four-year college or university with major course work in agriculture, watershed management, engineering, environmental science, natural resource conservation, water resources or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of conservation planning; government organization and administration; formulation, coordination, and implementation methodologies; and the agency's mission and interrelation with other departments. Ability to work with flood control program sponsors, government agencies representatives, and the general public. Skills in the use of electronic data and word-processing equipment and software such as Microsoft Windows and Microsoft Office. Proficiency in Microsoft Word, Access, Excel, PowerPoint, and Adobe Acrobat Pro are required.

Ability to communicate with others to provide information, advice, and guidance to technical and program officials and provide/obtain information from agency employees, local flood control sponsors, and other organizations on a variety of controversial or complex issues. Good written and oral skills are required. Knowledge of the Natural Resources Conservation Service (NRCS) Watershed Program is preferred.

Incumbent must be able to accomplish light lifting (15-44 lbs.) safely and participate in sustained moderate physical activities with full range of motion. Must have the ability to work effectively in office and outdoor environments. Must be able to safely and legally operate a motor vehicle.

APPLICATION PROCESS

A completed, signed State of Texas application for Employment is required for this position. Mail an original application to the address below. Resumes may be submitted but will not be accepted in lieu of the application. A State of Texas application for Employment may also be completed on the WorkInTexas website at <http://www.workintexas.com>.

For additional information, visit our website at <http://www.tsswcb.texas.gov> or contact:

Human Resource Department
Texas State Soil and Water Conservation Board
1497 Country View Lane
Temple, TX 76504-8806

VETERAN'S PREFERENCE

Veterans or members of the Reserve or National Guard with an MOS or additional duties that fall in the fields of 8831, 9S100 or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. Additional Military Crosswalk information can be accessed at:

<https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MilitaryCrosswalkGuide.pdf>

SELECTION INFORMATION

Criminal background checks maintained by the Texas Department of Public Safety (DPS) will be conducted before an offer of employment is extended. Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the TSSWCB. At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 and are required to register with the Selective Service may be asked to present proof of registration or exemption from registration upon hire. TSSWCB participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

The Texas State Soil and Water Conservation Board is an equal opportunity employer and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age or disability. In compliance with the Americans with Disabilities Act (ADA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (254)773-2250x227.